

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: 3 December 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities
Division during the month of November, 1952.

Volume:

1. Requests for services processed during month of November
 - A. New requests by memorandum or requisition 264
 - B. On hand prior to November 39
 - Total 303
 - C. Written orders placed with GSA 181
 - D. Number on hand no action as of 30 November 19
 - E. On hand 60 days or more and not yet submitted to G.S.A. 0

2. Funds obligated (This section submitted January, April, July or October)
 - A. Fourth Quarter Encumbrances
 1. Routine alterations, painting, repairs \$18,625
 2. Special Projects
 - a. Renovations (6615-00) \$4,237
 - b. Renovations (Other) 3,040
 - \$7,277
 3. Protective Services (GSA Guards)
 - a. 169 reimbursable posts \$95,260
 - b. 25 non-reimbursable posts
 4. Laborers and Trucks (From GSA) 5,333
 - Total Funds Obligated \$100,593

3. Sums paid to GSA during November against orders encumbered in third quarter
 1. Alterations and Installations \$56,845
 2. Guards 171,931
 3. Laborers and Trucks 8,449
 4. Janitor 30
 5. Hot Plate 20
 6. Elevator 85
 7. Fireman-Laborers 3,006
 - \$240,366

4. Work Load Status
 - A. Number of Requests on which orders have been placed but work has not been completed

30 days old	119
60 days old	47
90 days old	25
120 days old	25
Total	216

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B. Orders submitted to GSA non-reimbursable

In writing	13
Verbal	<u>490</u>
	503 ✓

C. Inter-office memorandums	28
Inter-agency letters	3

D. Space moves during November	8
Total personnel moved	247
Man hours by GSA Laborers	2812
Estimated cost	\$5023 ✓

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Attachments